

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)					3. Service					4. Employing Office Location					5. Duty Station					1. Agency Position No.														
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					6. OPM Certification No.																			
10. Position Status <input checked="" type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither					12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive					13. Competitive Level Code																			
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					14. Agency Use *DOI004									
a. Office of Personnel Management																									Initials					Date				
b. Department, Agency or Establishment					Range/Forestry Technician (Fire)					GS					455/462					04					8/28/02									
c. Second Level Review					Department of the Interior, FLERT Specialist																													
d. First Level Review					This PD has been approved as follows under 5 USC 8336(c) and 8412(d) <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary/Administrative <input type="checkbox"/> Sec/Supvy Approval Date <u>November 12, 2002</u>																													
16. Organizational Title of Position (if different from official title)					Wildland Firefighter					17. Name of Employee (if vacant, specify)																								
18. Department, Agency, or Establishment					Department of the Interior					c. Third Subdivision																								
a. First Subdivision					BIA BLM FWS NPS					d. Fourth Subdivision																								
b. Second Subdivision										e. Fifth Subdivision																								
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																								
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																								
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																								
Signature					Date					Signature					Date																			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position Range Technician Series, GS-455 Dec 91 TS-111 Forestry Technician Series, GS-462 Dec 91 TS-111 Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111																								
Typed Name and Title of Official Taking Action BIA BLM FWS NPS HR Specialist										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																								
Signature					Date																													
See Remarks					8/28/02																													
23. Position Review					Initials					Date					Initials					Date					Initials					Date				
a. Employee (optional)																																		
b. Supervisor																																		
c. Classifier																																		
24. Remarks																																		
Allison Beard BIA					Todd Ryan BLM					Pearl Inge FWS					Cindi Steinheimer NPS																			
25. Description of Major Duties and Responsibilities (See Attached)																																		



**U.S. DEPARTMENT OF THE INTERIOR**  
**Certification of Position Approval for Retirement**  
**Under**  
**5 USC 8336(c) and 8412(d)**

☒ Approved under the Civil Service Retirement System, 5 USC 8336(c)

☒ Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Primary-Rigorous (FF)

Bureau: Any DOI Bureau Using Identical PD with Identical PD Number

Classification Title: Range /Forestry Technician (Fire)

Organization Title: Wildland Firefighter

DOI Standard PD Number: DOI004 Series and Grade: GS-455/462-03/04

**RECOMMENDATION FOR COVERAGE REVIEW:**

Primary-Rigorous coverage is recommended for this position. Special retirement coverage under both CSRS and FERS is requested.

The primary purpose of the position is wildland fire suppression/management/control, as a skilled firefighter on an engine, helitack module, or hand crew. Position requires a working knowledge of fire behavior, causes of fire, fire suppression tactics, methods and procedures as well as skill in the use of wildland firefighting hand tools, pumps, hoses and chainsaws. The duties of this position are so rigorous that employment opportunities are limited to young and physically vigorous individuals who must meet established physical qualification requirements.

<u>G. L. Stues</u>	<u>10-18-02</u>	<u>Smith M. Whiting</u>	<u>10-09-02</u>
BIA Program Designee	Date	BLM Program Designee	Date
<u>Phil Stuef</u>	<u>10/18/02</u>	<u>Sue Vap</u>	<u>10/18/02</u>
FWS Program Designee	Date	NPS Program Designee	Date

<u>Marcia L. Scifres</u>	<u>10/25/2002</u>
DOI Fire & Law Enforcement Team Lead, Marcia L. Scifres	Date

APPROVAL: The position described above is approved for coverage under Firefighter or Law Enforcement (FF/LEO) Retirement retroactive to classification date of 08/28/02. Approval is by DOI Secretary's Designee:

<u>[Signature]</u>	<u>10/12/02</u>
Deputy Assistant Secretary, Human Resources & Workforce Diversity	Date

## POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT			
ORGANIZATIONAL LOCATION <input checked="" type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input type="checkbox"/> AS HEREBY AMENDED				
11a. _____ b. _____ c. _____	d. _____ e. _____			
CSC TITLE AND BUREAU POSITION NO. DOI004 Range/Forestry Technician (Fire)				
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">SCHEDULE GS</td> <td style="width:25%;">SERIES 455/462</td> <td style="width:25%;">GRADE 03</td> </tr> </table>	SCHEDULE GS	SERIES 455/462	GRADE 03
SCHEDULE GS	SERIES 455/462	GRADE 03		
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE				

## CERTIFICATIONS

4. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED.	5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.
_____ (Signature of Supervisor)	BIA BLM FWS NPS (See block 7) 8/28/02 (Official Exercising Classification Authority) (Date)
TITLE _____	TITLE HR Specialist

DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

The duties and responsibilities of this position are essentially the same as those described at the GS-04 level except the incumbent functions under closer supervision and controls. When the incumbent of this position becomes fully proficient and is able to perform the duties described more independently, he/she may be noncompetitively promoted to the GS-04 level.

Allison Beard HR Specialist (Classification) Bureau of Indian Affairs	Todd W. Ryan HR Specialist (Classification) Bureau of Land Management
Cindi Steinheimer HR Specialist National Park Service	Pearl Inge HR Specialist (Classification) U.S. Fish & Wildlife Service

Department of the Interior, FLERT Specialist  
 This PD has been approved as follows under 5 USC 8338(c) and 8412(d)

<input checked="" type="checkbox"/> Firefighter <input checked="" type="checkbox"/> Primary	<input checked="" type="checkbox"/> Law Enforcement <input checked="" type="checkbox"/> Secondary/Administrative
Approval Date <u>November 12, 2002</u>	

Taye Lappin  
Sec/Supvy

**SUPERVISORY CERTIFICATION:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor

Date

## **Introduction**

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The position is located on a fire crew as an experienced crewmember within the fire management organization. The purpose of the position is wildland fire suppression/management /control as a skilled firefighter on an engine, helitack module, or hand crew. Other wildland fire related duties may involve fire prevention, patrol, detection, or prescribed burning. The incumbent will also be involved with the maintenance and repair of firefighting tools, equipment and facilities, will receive firefighting training.

This is an arduous position and subject to medical screening and physical fitness testing.

## **Major Duties (70%)**

Serves as a skilled crewmember on an engine, helitack, or hand crew. Utilizes a variety of specialized tools, equipment, and techniques while actively suppressing wildfires, such as a pulaski, shovel, McLeod, ax and chainsaw to control the spread of wildfire.

As an assistant on a wildland fire engine, works as a trainee engine operator driving the engine, operating the pump and making hose lays under the direction of the engine foreman.

As a helitack crewmember, loads helicopters, determines weight calculations, completes crew manifests, and may rappel from a hovering helicopter near ground level in remote areas to construct helispots, or to attack small fires, hot spots, and spot fires.

Performs basic fireline activities such as line construction, hose layout, operations of pumps and accessories, lopping and scattering of fuels using hand tools and holding, patrolling, monitoring, and mop-up operations. Moves dirt, chops brush, small trees, etc. to construct fire line. Is responsible for observing the rules of wildland firefighting safety. Applies practices and techniques to minimize resource damage.

Independently or with one or two other crewmembers may be assigned to carry out specialized assignments such as tree falling, backfire and burnout, mobile and stationary engine attack, construction of helispots, specialized helitack operations, and hover hookups.

Serves as a skilled wildland firefighter on an organized crew during prescribed burns, monitoring and controlling the fire, and collecting data on fire weather and fire behavior. Also performs project work such as fuel inventory and hazard fuel reduction projects.

Depending on experience level, may be assigned to structure fire protection.

## **Additional Duties (30%)**

Participates in fire and safety training in the techniques, practices and methods of fire suppression and in the safe, efficient operation and use of tools, equipment and vehicles used in fire line activities, with emphasis on those used in the particular function to which assigned.

Participates in crew proficiency checks and drills. Participates in safety sessions and fire critiques. Ensures own and others' welfare and safety in all aspects of the assignments.

Cleans, maintains, reconditions, and stores fire fighting tools and equipment. Inventories fire supplies and equipment.

Services and makes minor repairs to engine; inspects, checks and services accessories such as pump, water lines, tank, reels, or pump power plant; and keeps in fire readiness. Inspects, cleans and stows hose. Makes emergency repairs and adjustments of pump while in use.

May be assigned to fire lookout to provide detection and reporting of wildfires. Reports smoke and fire to a dispatcher giving location, estimated size and other pertinent information. Reports weather and fire behavior information keeping the dispatcher and/or other officials informed of current conditions.

May drive and operate a fire engine or apparatus. Responsible for positioning the fire engine or apparatus for safe and efficient operation.

May perform project work such as fuel inventory, preparing associated reports, and hazard fuel reduction projects.

May perform project work such as road and trail maintenance, habitat manipulation, and miscellaneous equipment and facilities maintenance.

May assist higher level workers in forestry/range research efforts; in the marketing of forest/range resources; or in the scientific management, protection, and development of forest/range resources.

### **Other Significant Facts**

This is a testing designated position (TDP) under the Department of the Interior Drug-Free Workplace Program.

Must possess a valid state driver's license and have the ability to operate light vehicles and 4X4s.

May require the incumbent to obtain and maintain a Commercial Drivers License (CDL) to operate motor vehicles.

### **Factors**

#### **1. Knowledge Required by the Position**

Level 1-3, 350 points

Knowledge of standard fire program requirements, suppression tactics, methods and procedures and skill in the use of wildland firefighting hand tools, radios, pumps and hoses, and chainsaws sufficient to perform routinely assigned fire suppression and prescribed fire assignment in various types of fuels and under a variety of weather and terrain conditions.

Knowledge of wildland fire behavior; causes of fire; influence of local wind, slope, and moisture; and methods of extinguishing fire.

Knowledge of wildland fire hazards, and accepted ground and aviation wildland fire safety practices and procedures to prevent injury and loss of life.

Knowledge of fire apparatus operation and pumping mechanisms to ensure equipment is operated in a safe, efficient manner.

Skill in the use of hand tools such as axes, shovels, Pulaskis, McLeods, and power tools including chainsaws, to build fireline and extinguish burning materials as well as to maintain firefighting tools and equipment.

Ability to operate four wheel drive pickup trucks and may require the ability to operate a fire engine.

Knowledge of fire terminology sufficient to communicate with other crewmembers.

Ability to perform duties under stressful and adverse operating conditions, such as long work hours, heavy workloads, emergency situations, adverse working and environmental conditions.

Knowledge of agency and interagency qualification, position task book requirements, and certification standards and procedures adopted by the National Wildfire Coordinating Group (NWCG).

Knowledge of reporting requirements and procedures.

Must possess the ability to verbally communicate sufficiently to work as a member of the team.

Knowledge and skill of standard first aid procedures sufficient to perform preliminary first aid and triage as necessary.

Knowledge of basic air operational policies and procedures, including load balance and capabilities, basic mathematics, and manifesting of personnel and equipment in order to make load calculations and provide for safe transport of personnel to the fire.

May require the ability to rappel from a hovering helicopter near ground level.

Knowledge of appropriate act requirements to include the Equal Opportunity Act, Civil Rights Act, Age Discrimination in Employment Act, Rehabilitation Act, 29 CFR 1604.11(a) Sexual Harassment sufficient to function within a diverse workforce.

2. Supervisory Controls

Level 2-2, 125 points

Works under general supervision. Performs the majority of the work independently as a member of an established work crew, according to established procedures. Assignments primarily involve fireline work to suppress wildland fires, and other duties within the framework of established practices and with limited instruction or guidance. Additional instructions are provided for new or unusual assignments. Work is subject to periodic observation and inspection for acceptability and compliance with operating procedures and instructions.

3. Guidelines

Level 3-1, 25 points

Procedures for doing the work have been established and a number of specific guidelines exist such as oral instructions, standing operating procedures, maps, equipment manuals, health and safety codes, fire line handbooks, field operations guides, and training prior to actual fuels management and fire suppression activities. The employee works in strict adherence to the guidelines, referring needed deviations or questions to the supervisor or higher graded employee who is available while performing wildland fire suppression activities.

4. Complexity

Level 4-2, 75 points

The work of this position requires the employee to recognize which of several techniques and procedures is best suited to the specific situation encountered. Actions taken vary dependent upon the fire terrain, intensity of fire, fuels availability, wind velocity, and resource values. Specific tasks, use of tools and methods, and the sequence in which tasks are to be done are determined by evaluation of the situation and issues involved. Consideration must also be given to slope, weather conditions, fuels and other fire behavior factors while performing wildland fire activities.

5. Scope and Effect

Level 5-2, 75 points

The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope. Work involves the execution of specific procedures, techniques, which differ with each fire's fuel type, weather conditions, and topography. The effect of the work performed is to minimize loss of natural resources, improvements, property or life. The performance of the crew contributes to the overall effectiveness of the wildland fire management effort.

6&7. Personal and Purpose of Contacts

(Level 1A, 30 points)

Contacts are primarily with other members of the crew, the crew leader/supervisor, and others in the wildland fire management organization. Contacts are made to exchange information about the immediate work situation in which crewmembers are to receive instructions and to clarify how the work is to be done.

Meets and deals on day-to-day matters with co-workers and public land users in order to exchange information.

8. Physical Demands (Level 8-3, 50 points)

Arduous: Duties involve rigorous fieldwork requiring above average physical performance, endurance and superior conditioning. Work requires prolonged standing, walking over uneven ground, and recurring bending, reaching, lifting and carrying of items weighing over 50 pounds and shared lifting and carrying of heavier items, and similar strenuous activities requiring at least average agility and dexterity.

Duties include demands for strenuous activities in emergencies under adverse environmental conditions and over extended periods of time. Operation of some specialized fire equipment can place extended physical stress on incumbent during fire activities.

Incumbent is subject to medical examination and must pass the work capacity test for arduous positions.

9. Work Environment (Level 9-3, 50 points)

The work is primarily performed in forest and desert environments in steep terrain where surfaces may be extremely uneven, rocky, covered with thick tangled vegetation, smoky conditions, etc. Temperatures commonly exceed 100 degrees F and fall below freezing. Risks include smoke inhalation, fire entrapment, snake or insect bites and stings, exposure to excessive machinery noise, and falling and rolling material. Personnel must adjust and cope with exposure to weather elements, dust and smoke, poor bivouac and eating situations under an unpredictable set of circumstances. Incumbent may be required to live in backcountry camps for extended periods of time. The hazardous nature of the work requires that personal protective equipment be worn (boots, hardhat, gloves, flame resistant clothing, etc.). Work may require travel by light fixed-wing or rotor-wing aircraft.



### EVALUATION STATEMENT

<u>Recommended Classification</u>	Range/Forestry Technician (Fire), GS-455/462-04
<u>Organizational Location:</u>	Department of the Interior, Bureau of Indian Affairs, U.S. Fish and Wildlife Service, National Park Service, and Bureau of Land Management
<u>References:</u>	Range Technician Series, GS-455 Dec 91 TS-111 Forestry Technician Series, GS-462 Dec 91 TS-111 Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111

Background: This is a standard position description for a Fire Crewmember. The incumbent of this position spends more than 70% of the time in one or more of the major duty areas as: 1) firefighter suppression crewmember; 2) fire engine crewmember; 3) helitack crewmember; and/or 4) prescribed fire crewmember. The primary purpose of this position is to perform duties directly connected with the control and extinguishment of wildland fires.

Determination of Series and Title: The Range/Forestry Technician, GS-455/462 series (TS-111, 12/91) cover positions that primarily require a practical knowledge of the methods and techniques of range/forestry and other biologically based resource management fields. Range/Forestry technicians provide practical technical support in the scientific management, protection, and development of rangeland and forest resources.

The GS-0081, Fire Protection and Prevention Series (TS-108, 9/91), states that positions that include fire control, suppression, and related duties incident to range/forestry management work should be classified to the Range/Forestry Technician Series. OPM has previously determined that firefighter positions are to be classified in the GS-455 or GS-462 series dependent upon the primary vegetation on the unit. The proper title and series are **Range Technician (Fire), GS-455** or **Forestry Technician (Fire), GS-462** dependent upon type of terrain and vegetation. Since the only difference in the positions is the primary vegetation, the positions are considered interchangeable with either classification being appropriate.

Because this position requires skill in firefighting, the parenthetical title of (Fire) is appropriate and is in line with agency practice.

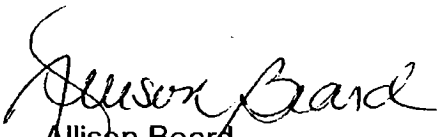
The organizational title for this position is *Wildland Firefighter*.

Determination of Grade: The Grade Level Guide for Aid and Technical Work in the Biological Sciences, GS-400, (TS-111, 12/91), which is in the FES format, is used to evaluate this position.

**FACTOR EVALUATION SYSTEM  
POINTS RATINGS**

Evaluation Factors	Points	Level
1. Knowledge Required by the Position	350	1-3
2. Supervisory Controls	125	2-2
3. Guidelines	25	3-1
4. Complexity	75	4-2
5. Scope and Effect	75	5-2
6. Personal Contacts	30	1A
7. Purpose of Contacts		
8. Physical Demands	50	8-3
9. Work Environment	50	9-3
Total Points	780	
Grade Conversion Range (655-850)	GS-04	

Conclusion: The proper title and series are **Range Technician (Fire), GS-455-04** or **Forestry Technician (Fire), GS-462-04** dependent upon type of terrain and vegetation. The organizational title is **Wildland Firefighter**.

  
Allison Beard  
HR Specialist (Classification)  
Bureau of Indian Affairs

  
Todd W. Ryan  
HR Specialist (Classification)  
Bureau of Land Management

  
Cindi Steinheimer  
HR Specialist  
National Park Service

  
Pearl Inge  
HR Specialist (Classification)  
U.S. Fish & Wildlife Service